

30 AUG 1974

25X1A


MEMORANDUM FOR: Deputy Director of Security (P&M)

ATTENTION : 

SUBJECT : Publication of Employee Bulletin
Safety Hazard Awareness Films

1. It is requested that your office initiate the appropriate action to have the attached draft employee bulletin published.

2. Any questions concerning the draft bulletin may be referred to the Safety Branch on extension 3611.


Deputy Director of Security (PTOS)

25X1A

Att

EMPLOYEE BULLETIN

No.

Safety Hazard Awareness Films

The second six months of the Federal Government's Safety Program, "Safety '76", is devoted to Federal Safety Hazard Awareness. Targeted areas for emphasis during this segment of the "Safety '76" program include Walking-Working Surfaces, Machinery and Equipment Maintenance, Office Hazards, and Housekeeping. Based on Agency records for CY 1973, the aforementioned areas of Accident Prevention are in urgent need of improvement and are also high on the Occupational Safety and Health Act list of most commonly violated safety standards. They represent a formidable challenge to accident prevention since they usually involve the element of unsafe conditions.

Safety Awareness results when accident prevention is respected, promoted and included in every facet of training, supervision and executive decision making. Agency employees are urged to become actively involved in preventing accidental injuries and illnesses.

To implement Agency participation in the Federal Safety Hazard Awareness segment of the "Safety '76" program, the Safety Branch has selected four safety films for viewing which emphasize the targeted safety topics. These films and a short briefing on the "Safety '76" program will be presented in theater room 1E-78, Headquarters, on Wednesday, 9 October 1974 at 1300 hours.

Subsequent showings are as follows:

<u>Date and Time</u>	<u>Location</u>
Wednesday, 16 October 1974 1300 hours	1E-78

<u>Date and Time</u>	<u>Location</u>
Wednesday, 30 October 1974 1300 hours	1E-78
Wednesday, 6 November 1974 1300 hours	1E-78
Wednesday, 13 November 1974 1300 hours	1E-78

The films to be shown and their running time are as follows:

"File It Under Falls, Miss King" (8 min.)
"Guard Duty" (8 min.)
"You and Office Safety" (8 min.)
"Keep It Clean For Safety's Sake" (11 min.)

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DD/PTOS
4E-70

EXTENSION

NO.

DATE

30 AUG 1974

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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DD/P&M

30 AUG 1974

3 SEP 1974

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Attn: [REDACTED]

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3 Sep 74

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